Microsoft Teams – Do's & Don'ts

Hello All,

As remote work becomes more popular, instant messaging in chat-based workplace apps is becoming an essential part of business communication.

The etiquette for chat and online meetings at our company must be followed, we have listed a few of them below:

Do's

- Set up notifications so you can respond quickly.
- Use emoticons and reactions wisely.
- Respect your co-workers' availability status.
- Remember that tone does not always translate.
- Keep messages brief and to the point.
- Join on mute.
- Use background blur to reduce distractions.
- Join Meetings on Time.
- Reporting managers should be notified in advance if you cannot attend meetings.
- Change your availability status only if necessary.

Don'ts

- Do not post sensitive information online.
- Do not record unless you have permission.
- Do not recreate teams and meetings.
- Do not invite too many people.
- Do not share a link to an online meeting on unrestricted social media posts or platforms.
- Do not be away for a longer time unless your manager knows about your unavailability.
- Teams is not an official platform for any kind of approval.

When you want to forward a meme or share valuable information, pause, and think about whether it violates our policy.

HAVE FUN AND BE SOCIAL!